JOB OPPORTUNITY

CALIFORNIA STATE DEPARTMENT OF INSURANCE

SENIOR INFORMATION SYSTEMS ANALYST (SPECIALIST)
$5,571.00 to $7,109.00
PROJECT COORDINATION & ADMINISTRATIVE SUPPORT BUREAU
PROJECT MANAGEMENT OFFICE
SACRAMENTO

RESPONSIBILITIES: Under general direction from the Project Management Office Supervisor (Data Processing Manager II), the Senior Information Systems Analyst (Specialist) uses a high degree of independence and good judgement as the project leader for the most complex, critical, and sensitive information technology projects undertaken by the Department. The incumbent mentors and coaches staff and must have an advanced understanding of project management principles and control agency requirements. Must have experience in developing Feasiblity Study Reports, Budget Change Proposals, project plans and schedules, Special Project Reports, Post Implementation and Evaluation Reports, and IT Procurement Plans. Works with the Department of General Services to develop Request for Proposals and Evaluation plans for projects requiring formal competitive bids if necessary. Responsible for concurrent projects of a larger duration and/or higher level of risk and difficulty. Travel is occasionally required to San Francisco or Los Angeles. Overnight trips are possible.

DESIRABLE QUALIFICATIONS:
- Experience leading enterprise-wide projects.
- Project Management Institute (PMI) Project Management Professional (PMP) certification is desirable.
- Strong verbal and written communication skills, analytical skills and leadership skills.
- Ability to handle concurrent projects of a critical nature.
- Proven experience in providing excellent customer service.
- Ability to communicate effectively by actively participating in a constructive and respectful manner.

WHO MAY APPLY: Applications will be accepted from current State employees at the Senior Information Systems Analyst (Specialist) level, those within transfer range, or those who have list eligibility. All applications will be reviewed; however; only the most qualified candidates will be interviewed. Applicants currently on SROA lists or employed by a surplus department are encouraged to apply. Surplus candidates must attach a copy of their letter. *All applicants must clearly indicate the basis of their eligibility (i.e. SROA, surplus, reemployment, reinstatement, transfer, or list eligibility) on the state application.*

APPLICATION PROCEDURE: Send a completed standard State of California application to Tina Brown, Department of Insurance, 300 Capitol Mall, Suite 1300 , Sacramento, CA 95814. **Please indicate "Senior Information Systems Analyst, Specialist, #106-1337-001" on the State application.** Applications received without the above information may not be considered for review. For additional information, please call (916) 492-3351 or e-mail Tina.Brown@insurance.ca.gov.

FINAL FILING DATE: **December 30, 2012 – Close of Business (5:00 pm)**

NOTE: **Interested individuals must submit applications in order to be considered for this position.**

DO NOT SUBMIT APPLICATIONS TO CalHR   12/19/12 tb